

U.S. GOVERNMENT PRINTING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Navy Labels

as requisitioned from the U.S. Government Printing Office (GPO) by the

DAPS
Detachment Office
Pearl Harbor, HI

Single Award

The term of this contract is for the period

beginning December 1, 2004, and ending November 30, 2005

BID OPENING: Bids will be publicly open at 2:00 P.M., prevailing Seattle, WA, time on November 16, 2004.

Fill out and mail Section 4; Schedule of Prices; of this specification with a copy of the 910 form to: U.S. GOVERNMENT PRINTING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134. Mark your bid "ATTN: 3007-S" on the out side of the envelope.

The following web address will allow you to print a copy of the 910 form, which is normally found in the back of the specifications. <http://www.access.gpo.gov/procurement/bids910.pdf>

The following web address will allow you to print a copy of the current pricing abstract, which is normally found in the back of the specifications. <http://winapps.access.gpo.gov/ppd/abstracts/seattle/default.asp> Scroll down and click on 3007-S. The spread sheet will be in a PDF format.

CONTRACT TERM: The term of this contract is for one year (the base year), and four option years. Attention is directed to the clauses: "Economic Price Adjustment," and "Option to Extend the Contract Term."

For information of a technical nature call Ken Foster, Ext. #17, or e-mail kfoster@gpo.gov, other questions should be directed to the contract administrator, Lautretz Moore, Ext. #12, or lmoores@gpo.gov Phone: (206) 764-3726 (no collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6/01)), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)). http://www.access.gpo.gov/procurement/ct/terms/ct_title.html; <http://www.access.gpo.gov/procurement/qatap/qatap.pdf> The above links will enable viewing of the most current versions of the aforementioned documents.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.
- (c) Exceptions: Level III required on multiple color pages.

Inspection Levels (from MIL-STD-105):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

	<u>Attribute Specified</u>	<u>Standard</u>
P-7.	Type Quality and Uniformity	Average type dimension or camera copy
P-9.	Solid and Screen Tint Color Match	Printed sample or The Pantone Matching System.

SUBCONTRACTING: The predominant production function is screen process printing.

OPTION EXTENSION OF CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor no later than 60 days before the contract expires. If the Government exercises this option, the extended contract will include all provision herein. The total duration of this contract, including the exercise of any options, will not exceed five years.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause on page 1. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

- (2) **The Government will notify the contractor in writing of the percentage increase or decrease to be applied** to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds available at award is not considered sufficient for the performance required for any program period other than the first program period. When additional funds are available for the full requirements of the next succeeding program period, the Contracting Officer shall, not later than the date specified in the "Options" clause (unless a later date is agreed to), so notify the contractor in writing.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available and as obligated by each print order.

The contractor is not obligated to incur costs for the performance required for any program period after the first unless written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program period for which funds have been made available.

If this contract is terminated under the "Termination for the Convenience of the Government" clause "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "work in process" in that clause means the work under program period requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from December 1, 2004, through November 30, 2005. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/ delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders, which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 11," published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile bids transmitted to GPO offices will not be considered.**

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of labels requiring such operations as preparing printing media, screen process printing, die-cutting, trimming to size, packing and delivery.

TITLE: Navy Labels.

FREQUENCY OF ORDERS: 50 orders per year.

QUANTITY: Approximately 1,300 labels per order.

SIZE: Various trim sizes will be ordered up to and including a maximum trim size of 144 square inches. The average label size is 11 square inches.

GOVERNMENT TO FURNISH:

Manuscript copy.

Dies, film positives and/or film negatives.

Previously printed samples.

Print orders.

One reproduction proof (image size 7-7/8 x 6-1/8") for shipping container labels.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH:

All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

COMPOSITION: Approximately 15 order will require typesetting in a same or similar, typeface as sample submitted or as marked on manuscript copy. On occasional orders that require revisions to original camera copy, typeface must match existing camera copy or contact GPO for further instructions. All typesetting will be under 25 lines of type per order.

Approximately 20 orders will require the contractor to create camera copy from Government furnished samples or manuscript copy, which may consist of close registration of multiple colors and various tint screens, of Navy logos, shields and symbols.

PROOFS: None required.

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted.

FILMS/REPRODUCIBLES: The contractor must make all films/reproducibles required.

The contract will be required to store all film created in the event of a reprint and will return all films to the ordering agency at the end of the contract term.

STOCK: The specifications of all stock furnished must be in accordance with those listed herein.

White, colored and clear vinyl, or at contractor's option polyester, gloss or matte finish as ordered, 3-4 mil thick, equal to Mil. Spec. MIL-M-43719A.

White and colored reflective vinyl, equal to Fed. Spec. L-S-300C, Type 1, Class 4.

Silver and/or gold polished metallic polyester, 3-4 mil thick equal to Mil. Spec. MIL-M-43719A.

SCREEN PROCESS PRINTING: Screen one side only in a single or multiple colors. It is anticipated that approximately 22 orders will require an average of 4 additional colors. Some orders may require the contractor to apply a clear coat, non-yellowing varnish over entire surface after screening. This operation will be paid for as an additional color.

Match Pantone color as specified on print order.

Fade resistance: The inks/paints used must not show any appreciable change in color after exposure in an Atlas Fadeometer for 340 standard fading hours equal to one year of sun light exposure.

To insure the minimum number of makeready charges on multiple item orders, the contractor must layout the various items in a logical order or as per sample, if furnished. Knife cut to the specified size.

MARGINS: Adequate gripper on most, some labels will print to edge and occasionally bleed.

CONSTRUCTION: Back of labels are to be coated with a weather resistant, permanent, pressure sensitive adhesive and mounted on a suitable backing sheet; any easy removable feature will be accepted unless specified on individual print order.

Approximately 9 orders will require a clear Mylar cap affixed over the face of the label after printing. This cap must cover the entire label face and be weather resist.

Various die cutting will be ordered as follows:

Approximately 40 will die cut to Irregular shapes and circles.

Multiple image sheets will require a knife cut between labels. This cut will be through the top vinyl sheet only and must not penetrate the backing sheet. Approximately 6 orders will require knife cutting and will be paid for under die cutting in the Schedule of Prices.

PACKING: Pack suitable quantities per shipping container. Each shipping container must not exceed 45 pounds when fully packed.

Most orders will be shrink film wrapped in quantities of 100's.

When requested on print order wrap inner packages in quantities specified.

LABELING AND MARKING: Contractor must duplicate the furnished blank shipping label, fill in and apply to each carton.

DISTRIBUTION: Deliver f.o.b. destination to:

DAPS
Bldg. 550
Pearl Harbor, HI 96860-5120

All expenses incidental to picking up of Government furnished materials, returning materials, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be returned to the ordering Department. Pick up points will be at the DAPS; Bldg. 550; Pearl Harbor; HI 96860-5120. (f.o.b. destination).

The following schedule begins the workday after notification of the availability of print order and furnished material.

Orders must be completed and delivered within from 10 to 30 workdays.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination(s) specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' work under this contract.

These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for the term of this contract.

The following item designations correspond to those listed in the "Schedule of Prices".

I.	a) (1)	50
	(2)	650
	b) (1)	88
	(2)	1,144
II.	a)	40
	b)	520
	c)	5
III.	a)	6,149
	b)	286
	c)	215
	d)	286
	e)	214
IV.	a)	80
	b)	15
	c)	117

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid), NA or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government. Whether or not such items are included in the Determination of Award

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

I. PRINTING: Prices offered shall include the cost of all required materials and operations including typesetting, makeready, printing, packing and distribution

NOTE: ON ORDERS WITH MULTIPLE ITEMS, THE CONTRACTOR MUST MAKEREADY AT THE MOST ECONOMICAL METHOD THAT REQUIRES THE LEAST AMOUNT OF MAKEREADIES. WHEN TIME ALLOWS THE ORDERING AGENCY WILL FURNISH SAMPLES OF MAKEREADY LAYOUT.

Price Per Cut Form -

- a. Printed one side only:
- | | |
|--------------------------------|----------|
| (1) Makeready and setup charge | \$ _____ |
| (2) Running, per 100 copies | \$ _____ |

Additional Colors--

- b. Additional colors, per color, per form. These charges are in addition to the first single ink color charged for under Items I; a; (1) or (2):
- | | |
|--------------------------------|----------|
| (1) Makeready and setup charge | \$ _____ |
| (2) Running, per 100 copies | \$ _____ |

An additional makeready and running charge under I; b; (1); and (2); will be allowed on orders requiring clear coat finish.

Initials

II. DIE CUTTING AND TRIMMING:

- | | | |
|----|------------------------|----------|
| a. | Makeready and setup | \$ _____ |
| b. | Running, per 100 forms | \$ _____ |
| c. | Making die, per die | \$ _____ |

One makeready charge for Item II; a; will be allowed on orders that require die cutting. Only one die making charge for Item II; c; will be allowed during the term of this contract for orders of common size and shape. Any die charge for under Item II; c; will become the property of the U.S. Government and must be delivered to the ordering agency at the end of the contract term.

No charge will be allowed for under Item II; c; if Government furnishes die.

III. STOCK: Payment for all stock supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of square inches furnished for the product(s) ordered. The cost of any stock required for makeready or running spoilage must be included in the prices quoted.

Some orders may require die cutting to circles or irregular shapes; to determine the square inches required to produce one label, multiply the two sets of farthest points which are perpendicular. Example; an oval which measure 3 inches by 6 inches would be 18 square inches.

- | | Per 100
Square Inches |
|----|---|
| a. | White vinyl, gloss or matte finish (3-4 mil) \$ _____ |
| b. | Colored vinyl, gloss or matte finish (3-4 mil) \$ _____ |
| c. | Clear vinyl, gloss or matte finish (3-4 mil) \$ _____ |
| d. | Reflective vinyl, white finish or colored \$ _____ |
| e. | Gold or Silver polyester \$ _____ |

NOTE: Stock ordered will allow for a minimum charge of 100 square inches, per order.

IV. ADDITIONAL OPERATIONS:

- | | | |
|----|--|----------|
| a. | Creating camera copy, per label and per color | \$ _____ |
| b. | Typesetting, under 25 type line, per order | \$ _____ |
| c. | Affixing a clear Mylar cap after printing, including Mylar. Per 100 labels | \$ _____ |

BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4.- Schedule of Prices" and initial or sign each in the space provided, and submit with GPO Form 910, "Bid". Only the original is required. Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)